

STATINTL

NOTICE

No. GENERAL  
1954

PARTICIPATION OF AGENCY EMPLOYEES IN  
CIVIL DEFENSE TEST ON 14 and 15 JUNE 1954

1. The United States, in cooperation with Canada, will conduct a civil defense test on 14 and 15 June 1954. This exercise will be nationwide in scope and will include U. S. territories and possessions. The President of the United States has instructed Federal agencies to cooperate fully with Federal, State, and local civil defense authorities in order to successfully carry out this program as a part of the general civil defense effort.

2. Those employees who <sup>have assigned Civil Defense duties and who</sup> will actively participate outside the Agency in the civil defense test on 14 and 15 June 1954 will be released by their supervisor, on request of the employee, for such period of time as is necessary to carry out their assigned duties. Absences for participation in the civil defense test will not be charged to annual leave but will be reported on Time and Attendance Report and Payroll Change Slip, CIA Form No. 34-42 or Confidential Funds Departmental Time and Attendance Report, CIA Form No. 34-42A, as appropriate. Such leave will be reported in the "Other" column under the section "Time Absent" and the notation "Civil Defense" will be made in the "Remarks" section of Form No. 34-42 or Form No. 34-42A.

3. Under the provisions of Executive Order 10529, excused absence of persons for civil defense activity, without charge to annual leave, may not exceed 40 working hours during a calendar year, and U. S. Government employees must obtain a certification of the period of participation in such activity from the appropriate civil defense official. Such certification will be forwarded to the Office of the Comptroller with Form No. 34-42 or Form No. 34-42A as appropriate. If the certification from the defense official does not accompany Form No. 34-42 or Form No. 34-42A, a notation to the effect that such certification will be forwarded at a later date will be made in the "Remarks" section of the form. Leave for participation in the civil defense test which is not certified will be charged to annual leave.

4. CIA participants in the civil defense test will <sup>only indicate</sup> state "U. S. Government, 2430 E Street, N. W." as the ~~employing agency or~~ proper addressee of the certification.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL



*for* L. K. WHITE  
Deputy Director  
(Administration)

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